CITY OF HOUSTON

Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**SYSTEMS CONSULTANT**
3	*Posting Number*	**PN #103757**
4	*Department*	**HOUSTON POLICE**
5	*Division*	**TECHNOLOGY SERVICES**
6	*Section*	**N/A**
7	*Reporting Location*	**33 ARTESIAN***
8	*Workdays & Hours*	**MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.***
		*Subject to change

9   *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*

Supervises Technology Coordinator activities and provides cost effective and timely methods to achieve objectives of the individual Technology Coordinators in their support of HPD Divisions. Plans, organizes and supervises personnel, reviews personnel performance and scheduling resources to meet activity requirements. Prepares criteria for the certification of Technology Coordinators and ensures certification. Provides training for activities on support operations and departmental procedures. Plans, organizes and supervises the work of Technology Coordinators in the support of data processing equipment and applications. Monitors support progress, deliverables, quality assurance, and customer service. Provide work direction and feedback to all team members and assist them in issue resolution. Leads or participates in technical redesign teams pertaining to new HPD Divisional data requirements. Performs other related duties as assigned.

10   *WORKING CONDITIONS*

The position is physically comfortable.

11   *MINIMUM EDUCATIONAL REQUIREMENTS*

Requires a Bachelor's Degree in Computer Science, Business Administration, Engineering, Mathematics or a closely related field.

12   *MINIMUM EXPERIENCE REQUIREMENTS*

Five years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

13   *MINIMUM LICENSE REQUIREMENTS*

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

14   *PREFERENCES*

Customer service skills are a must for this position, which will be the technology liaison between the end user and Technology Services. Preference will be given to applicants holding hardware and software certifications (Microsoft, Novell, HP, Dell) or with experience in designing comprehensive PC based computer solutions to meet the needs of end users. Requires considerable communications skills as well as strong verbal and technical writing skills. A writing sample may be requested.

15   *SELECTION/SKILLS TESTS REQUIRED*

None.

16   *SAFETY IMPACT POSITION*   X Yes   ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17   *SALARY INFORMATION*

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 26</u>
$1,587.00 - $2,203.00 Biweekly $41,262.00 - $57,278.00 Annually

18   *OPENING DATE*   March 30, 2005

19   *CLOSING DATE*   Open Until Filled

20   *APPLICATION PROCEDURES*

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer

S.L./ J.B.A. 456.5